

County of San Diego
Revised: March 17, 2003
Reviewed: Spring 2003

PLANNER ESTIMATOR I
PLANNER ESTIMATOR II
PLANNER ESTIMATOR III

Class No. 006012
Class No. 006011
Class No. 006010

DEFINITION:

Applies measured and engineered time standards, to estimate costs, plan job phasing, and to determine services/supplies for facility maintenance, construction, and alteration projects; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions in this class series are allocated only to the Department of General Services, Facilities Services Division.

Planner Estimator I:

This is the entry-level class in this series. Under immediate supervision, a Planner Estimator I performs estimates of low-cost single craft projects. As more experience is gained, incumbents perform the more responsible, multi-craft construction projects.

Planner Estimator II:

This is the journey-level class in this series. Under general supervision, a Planner Estimator II independently applies measured and engineered time standards to medium-cost projects and coordinates and administers contracts for moderate constructions projects.

Planner Estimator III:

This is the lead-level class in this series. Under general direction, a Planner Estimator III performs estimates of high-cost construction projects requiring extensive dimensioned design drawing, specification writing and fiscal monitoring. Selected positions are responsible for assisting in supervising Planner Estimators.

EXAMPLES OF DUTIES:

Uses nationally published, measured and engineered time standards to estimate job times for maintaining, repairing, performing minor construction, or altering county facilities; prepares quantity surveys of materials and labor required on force account or contract construction, maintenance and alterations projects; maintains current and accurate records of pending construction projects by assigned crew, facility, and type of work; orders supplies and materials for work order generated projects; coordinates work order requests from various departments to prioritize and ensure the completion of projects; prepares plans and specifications of construction projects; inspects construction projects for compliance with plans and specifications; identifies and reports significant variations in work reporting, time keeping charges, and procedures; coordinates and administers contracts for moderate cost construction projects; assists in analyzing work orders, modifying blueprints/dimensioned drawings according to job requirements, and determining the need for tools, equipment, materials and safety measures for projects; assists in preparing daily work schedules; may monitor projects for fiscal compliance; and may assist in training subordinate Planner Estimators.

Planner Estimator III:

All of the duties listed on above and: reviews requests for maintenance, construction and alteration projects and determines best methods of accomplishing the appropriate design data and material information; prepares contract specifications; analyzes work orders, modifies blueprints/dimensioned drawings according to job requirements, and determines the need for tools, equipment, materials and safety measures for projects; prepares daily work schedules; prepares estimates for job funding, fund transfers, change orders, and other project related correspondence; prepares and maintains graphs, charts, and reports relating to project status and cost; makes final inspection with requesting department and obtains final approval of project completion; closes out jobs in division files; and assists in supervising Planner Estimators.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Planner Estimator I
 II = Planner Estimator II
 III = Planner Estimator III

Knowledge of:

<u>I</u>	<u>II</u>	<u>III</u>	
G	T	T	Nationally published measured and engineered time standards for facility maintenance construction and alteration projects.
G	T	T	Sources of materials, equipment and supplies for facility construction projects.
G	T	T	Building crafts and trades (e.g., mechanics, masonry, roofing, welding, plumbing, electricity, planning, carpentry).
G	G	T	Building and construction codes.
G	G	T	Contract administration and specification writing.
--	--	G	Supervision and training principles and techniques.

Skills and Abilities to:

- Estimate job times for maintaining, reporting and performing minor construction, or altering facilities.
- Prepare and read blueprints and dimensioned drawings.
- Perform construction estimation calculations and fiscal monitoring.
- Develop and prepare plans and specifications of construction projects.
- Identify and report variations in work reporting, time keeping charges, and procedures.
- Coordinate and administer contracts for moderately costly construction completion.
- Observe work progress and evaluate efficiency and project completion.
- Order supplies and materials for work order generated projects.
- Effectively communicate in oral and in written form.

Planner Estimator III (in addition to the above skills):

- Coordinate and administer contracts for high cost construction projects.
- Determine the need for tools, equipment, materials and safety measures for projects.
- Prepare estimates for job funding, fund transfers, change orders, and other project related correspondence.
- Prepare and maintain graphs, charts, and reports relating to project status and cost.
- Assist in planning, directing, assigning, training, and evaluating the work of subordinate estimators or staff.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

Planner Estimator I:

1. A bachelor's degree from an accredited college or university with major coursework in architecture, civil engineering, structural engineering, or a closely related field; OR,
2. Two (2) years of experience as a journey-level craftsperson (carpenter, plumber, electrician, or mason); OR,
3. Two (2) years of experience acting as a project manager over facility maintenance or construction projects, applying cost estimation and time standards, or any equivalent combination of education/experience.

Planner Estimator II:

1. A bachelor degree from an accredited college or university with major coursework in architecture, civil engineering, structural engineering, or a closely related field; OR,
2. Two (2) two years of experience as a journey-level craftsperson (carpenter, plumber, electrician, or mason); AND, one year of experience acting as a project manager over facility maintenance or construction projects, applying cost estimation and time standards; or any equivalent combination of education/experience; OR,
3. One (1) year of experience as a Planner Estimator I in the County of San Diego.

Planner Estimator III:

1. A bachelor degree from an accredited college or university with major coursework in architecture, civil engineering, structural engineering, or a closely related field; OR,
2. Two (2) years of experience as a journey-level craftsperson (carpenter, plumber, electrician, or mason); AND, two (2) years of experience acting as a project manager over facility maintenance or construction projects, applying cost estimation and time standards; or any equivalent combination of education/experience; OR,
3. One (1) year of experience as a Planner Estimator II in the County of San Diego.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.